



JOINT INTERAGENCY TASK FORCE SOUTH

ANNOUNCEMENT NUMBER: JIATFS - 034

JOB TITLE: IT Specialist (PROJMG)

SERIES & GRADE: GG-2210-12

SALARY RANGE: \$77,999 to 101,399/Per Year

OPEN PERIOD: 08 November 2018

POSITION INFORMATION: Full Time - Excepted Service Permanent Position

DUTY LOCATION: 1 vacancy in the following location: Key West, FL

WHO MAY APPLY: US Citizens

SECURITY CLEARANCE: Top Secret/SCI

SUPERVISORY STATUS: No

PCS IS NOT AUTHORIZED. RELOCATION/RECRUITMENT MAY BE AUTHORIZED.

Job Summary: Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

About the Position: This position is in the Defense Civilian Intelligence Personnel System (DCIPS). Employees occupying DCIPS positions are in the Excepted Service and must adhere to 10 U.S.C. 1601, as well as [Department of Defense Instruction 1400.25](#). This position is located at the ST-W453AA US SOUTHERN COMMAND, Joint Interagency Task Force (JIATF) South, Key West, FL.

WARNING: Application packages that contain Classified information **WILL NOT** receive consideration for this position. Should you submit a resume or any other document as part of your application package and it is confirmed that any of the information is Classified, in addition to being found ineligible for consideration for this position, your Security Office will be notified to determine if any further action is warranted.

Who May Apply: Only applicants who meet one of the employment authority categories below are eligible to apply for the attached JIATFS vacant position. You must identify which category or categories you meet, and provide documents which prove you meet the category or categories.

- Current Army Defense Civilian Intelligence Personnel System (DCIPS) Employee
- Current Defense Civilian Intelligence Personnel System (DCIPS) Employee (excluding Army)
- Current Civilian Employee with the Department of the Army
- Current Permanent Department of Defense (DOD) - Civilian Employee (non-Army)



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- Current Permanent Federal Civilian Employee (non-DOD)
- Former Permanent Federal Employee eligible to be reappointed
- Veteran with a service-connected disability of 30% or more
- Disabled Veteran with a service-connected disability of more than 10%/less than 30%
- Applicant eligible for 10-Point Other veteran's rating or Derived Veterans' Preference
- Veteran eligible for 5-Point Preference
- U.S. Citizen

Army DCIPS positions apply Veteran's Preference to preference eligible candidates as defined by Section 2108 of Title 5 U.S.C., in accordance with procedures provided in DoD instruction 1400.25, Volume 2005, DCIPS Employment and Placement.

SUPPORTING DOCUMENTATION:

Current Federal employees: You are **required** to submit acceptable documentation of your appointment eligibility, by submitting a copy of your last or most recent SF-50, Notification of Personnel Action.

Veterans: You are **required** to submit acceptable proof of your preference or appointment eligibility. Acceptable documentation is a DD Form 214, "Certificate of Release or Discharge from Active Duty," showing dates of service, as well as character of service (Honorable, General, etc.) and time lost (if any). The member 4 copy of your DD Form 214 is required as well as any documentation concerning a disability (SF-15 and Veterans Affairs Notification of Preference).

Prior Federal Service Employee: You are required to submit acceptable proof of your appointment eligibility by submitting a copy of the SF-50, Notice of Personnel Action, you received upon separation from Federal employment that reflects "1" or "2" in block 24 (Tenure) along with your application/resume package.

HOW YOU WILL BE EVALUATED:

Your application package (resume, supporting documents) will be used to determine your eligibility, qualifications, and quality ranking for JIATF South vacant positions. Errors or omissions may affect your rating or consideration for employment.

All Department of the Army job applications require:

- A copy of your RESUME showing relevant experience. Your resume may be submitted in any format. Your resume must include your first and last name, current address,



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current email address, current phone number, job title, duties and accomplishments. For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., month/year to month/year or month/year to present). If your resume does not contain this information, your application will be marked as incomplete and you will not receive consideration for the vacancy. You are encouraged to include your employer's name and address, and your supervisor's name and phone number, as selecting officials frequently check references before scheduling interviews. If you are a Federal Civil Service employment should include your job title, pay plan, series and grade level (e.g. Human Resource Specialist, GS-0201-09).

- Documentation which proves you are eligible to apply for the vacancy. The "Proof of Eligibility" attachment describes eligibility categories and what document(s) are required as proof. You must meet the requirements of at least one eligibility category, specified in the "Who May Apply" section of the job opportunity announcement, to receive further consideration. In addition, some jobs also require:

- Transcripts
- Copies of job-related Licenses or Certificates

This is a Career Program Position (CP) 34

Duties: Serve as Primary Defense Information Systems Agency (DISA) Circuit Officer performing duties as described in applicable DISA instructions and command policy, including ordering new circuits, maintaining circuit records and diagrams, tracking and resolving circuit outages. Serve as Promina Systems Node Site Coordinator, Multisystem Service Provisioning Platform (MSPP) Site Coordinator, and ATM Switch Administrator (electronic systems that support command circuits) as described in applicable DISA instructions and command policy. Coordinate resolution of circuit problems in a timely manner; with regard to criticality of outage. Publish and coordinate authorized service interruptions. Utilize command trouble system tracking program to track customer requests. Oversee all aspects; including installation, relocation, maintenance, and support, of JIATFS telephone system and cable plant Information Assurance Workforce (IAW) Department of Defense (DOD) regulations, including AR-25-1, and command policy. Process unit phone bills, issue work orders, perform escorts, and assist external support agencies. Issue, maintain, and track custody of cellular, satellite, and emergency use telephone and radio equipment. Manage VOIP change requests, additions, deletions, and maintenance items using call management software. Serves as a Satellite Communications (SATCOM), Circuit Administrator who is responsible for all JIATF South SATCOM networks. Functions as Network Control for up to seven active SATCOM circuits. Functions as a team leader who provides management oversight of radio room operations and maintenance.

Prepares acquisition/installation/maintenance documentation for the above systems such as life cycle plans. Coordinates equipment and material orders for purchasing, statements of work, and standard operating procedures.



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Experience required: Applicant must have directly applicable experience that demonstrates the possession of the knowledge, skills, abilities and competencies necessary for immediate success in the position. Qualifying experience may have been acquired in any public or private sector job, but will clearly demonstrate past experience in the application of the particular competencies/knowledge, skills, and abilities necessary to successfully perform the duties of the position. Such experience is typically in or directly related to the work of the position to be filled. You will receive credit for all qualifying experience, including volunteer experience.

To qualify applicants must possess one year of specialized experience equivalent to the next lower grade/level (GS/GG-11). Specialized experience with a knowledge of and ability to perform system administration duties on a large array of telecommunications/satellite communications systems. Ability to install, maintain, use, resolve problems with and provide training for systems applications.

In addition, your resume must show you have Information Technology-related experience demonstrating each of the four competencies as defined:

- 1) Attention to Detail - Is thorough when performing work and conscientious about attention to detail.
- 2) Customer Service - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
- 3) Oral Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- 4) Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations



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You will be evaluated on the basis of your level of competency (knowledge, skills, and abilities) in the following areas:

- Knowledge of Computer, Network, and Communications Hardware
- Knowledge of DoD communications/ADP requirements, standards, policy and Service Procedures
- Knowledge of Information Technology Program Management
- Knowledge of Managerial Methods and Procedures.

CONDITIONS OF EMPLOYMENT

1. The incumbent must be able to obtain and maintain a Top Secret/SCI security clearance.
2. IAW Change 3 to AR 600-85 Alcohol and Drug Abuse Prevention and Control Program, the incumbent must successfully pass a urinalysis screening for illegal drug use prior to appointment and periodically thereafter
3. May be required to perform Temporary Duty (TDY) travel to worldwide locations 25% or less of the time.
4. Two year trial/probationary period may be required.
5. A non-disclosure agreement must be signed.

EEO Policy Statement

The United States Army does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

The Department of the Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of this application hiring process, please notify the Hosting HR Specialist for assistance. Your requests for reasonable accommodation will be addressed on a case-by-case basis.



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